**Evaluation Worksheet (Handout #1)**

This worksheet is designed to help you understand and formulate a plan for your evaluation. These questions will help you identify evaluation goals and reasons why you are conducting the evaluation. These questions are the first steps you would take when starting to think about evaluating your program or service.

**Identify the Reason(s) You Want to Evaluate**

Define one or more of the reasons why you need to evaluate your program and write the reason (s) in a clear statement. Your statement will set the foundation for developing an evaluation plan and completing the rest of the evaluation process.

We are evaluating our \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ program in order to: Name the program (e.g., Healthy Relationships Program)

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Define Program Goals**

When planning an evaluation, it often helps to begin by thinking of what short term and long term goals you want to achieve. In the column on the left, make a list of realistic and specific short term goals (e.g., increase self-esteem, develop new skills). In the column on the right, make of list of long term goals (e.g., improve academic outcomes, improve mental health and wellbeing). Once you develop a logic model, clarification of these goals will be very useful.

|  |  |
| --- | --- |
| **Short Term Goals** | **Long Term Goals** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |